

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word and PDF.
- CLOSING DATE** : 16 October 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 35/143** : **DEPUTY DIRECTOR: CLUSTER PROGRAMME SUPPORT REF NO: DD CPS**
- SALARY** : R932 292 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF level 7) in Economics / Entrepreneurship / Development Studies or Business Management or equivalent / related as recognised by SAQA. 3 years' technical experience within the value chain analysis and clusters environment at a supervisory level / managerial (ASD) level. Have proven competencies and skills in: Communication (verbal and written), Programme and Project Management, Financial Management, Service Delivery Innovation Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation. Skills in research and industry analysis. Knowledge of industrialisation and localisation, Thorough understanding of industrial clusters (for example, the importance of getting stakeholders to work together using the triple-helix approach) and Knowledge of Programme Management will be an added advantage. B/EB Driver's license and Security Clearance of Secret will be considered as additional.
- DUTIES** : Provide support for the development of clusters for each product or industry as identified in the localisation framework or any other government strategy promoting industrialisation and localisation. Monitor that non-financial and financial support as well as market linkages and other types of support are provided to the cluster member. Mobilise funding and appointment of the cluster manager. Develop and implement cluster models, frameworks and support mechanisms to enhance productivity, innovation and competitiveness. Monitor, evaluate and report on cluster programme performance against APP targets and strategic objectives. Promote localisation by strengthening local production capabilities and supplier development within clusters. Conduct sub-sector and value chain analyses to identify high-impact cluster opportunities aligned with national priorities, while assessing industry value chains to

		determine MSME entry points and meaningful participation through access to procurement opportunities. Provide secretariat services to the Technical and Adjudication Committees. Communicate with stakeholders and provide regular feedback in respect of programme implementation progress: Written draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Verbal: Give detailed/comprehensive/ in depth advice on procedural and technical related matters in respect of cluster programme support. Facilitate partnerships with government, private sector and agencies to support cluster growth and sustainability. Provide technical guidance, advisory support and capacity building to cluster participants. Ensure effective stakeholder engagement, communication and coordination across programmes. Manage the operations and resources of the sub-Directorate in line with the relevant prescripts.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e.REF NO: DD CPS
<u>POST 35/144</u>	:	<u>DEPUTY DIRECTOR: SECONDARY SECTOR SUPPORT REF NO: DD: SSSP</u>
<u>SALARY</u>	:	R932 292 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF level 7) in Economics / Business Administration / Development Studies / Engineering or equivalent / related recognised by SAQA. Postgraduate degree in Economics / Business Administration / Development Studies / Engineering would be an added advantage. 3 years relevant experience in the Economic Development sector with specific focus in Manufacturing (Automotive, Clothing and Textile, Furniture, Metals, Chemicals, Plastics etc.) / Construction (Residential, Commercial, Industrial etc.) Utilities (Electricity/Energy, Gas, Water Treatment) at a supervisory/managerial (ASD) level. Training in MS packages, Project Management and a valid driver's license. Have competencies in: Communication and Presentation (verbal and written), Problem Solving and Analysis, Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client Orientation and Customer Focus, Stakeholder relations, Negotiation skills and Research and Reporting writing. Knowledge and expertise in industrial policy and industrial development, national industrial action plans, trade directives, secondary sectors (i.e., manufacturing, construction, utilities) and Value Chain Analysis. Job related knowledge and skills: Sector Policy development, interpretation, implementation, Financial Management, People Management and Sector / Industry Stakeholder Management (Public and Private). B/EB Driver's license will be considered as an additional.
<u>DUTIES</u>	:	Develop, review, and promote policy frameworks and strategies to ensure the development and maintenance of a comprehensive and tailor-made ecosystem for the sectors (Secondary). Conduct extensive research to inform decision making regarding support requirements within the economic value chain (Secondary sectors). Benchmark and develop case studies against best practices in Secondary (manufacturing, construction and utilities) in relation to sector strategies, policies, innovations and common practices. Gather sector-specific evidence based on performance of the economy, new and existing support programmes and mechanisms to accelerate growth, generation of income sustainability and job creation for MSMEs operating within the Secondary sectors. Identify challenges, gaps, performance, and trends regarding the implementation of deliverables of the Masterplans and propose solutions as well as report on implementation, progress and support provided across assigned areas. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Conduct Stakeholder engagements with the role-players within the sector. Act as a focal point to liaise among the key role players in the implementation of the Masterplan. Manage the operations and resources of the sub-directorate in line with relevant prescripts.

<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e. REF NO: DD: SSSP
<u>POST 35/145</u>	:	<u>OFFICER: COOPERATIVES BUSINESS SUPPORT “REF NO: OCBS”</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF 6) in Public Administration / Business Management / Development Studies / Accounting / Economics / Development Finance / Project Management or equivalent / related as recognised by SAQA. Minimum of 2 years' relevant work experience in MSME / Cooperatives Business Development / LED and Project Management. Have proven skills and competencies: Communication (Verbal and Written), Analytical Thinking, Attention to detail, Creative Thinking and Problem Solving, Electronic (Digital) and hard document and records management. Report writing and presentation skills, Financial and business analysis, Computer literacy, Stakeholder management and relationship building. Job related knowledge: Cooperative legislation and policies, Funding mechanisms, Monitoring and Evaluation, Project management principles and Government governance and compliance.
<u>DUTIES</u>	:	Conduct research on factors impacting the creation of an enabling business environment for cooperatives using digital research tools, online data sources and electronic information repositories. Contribute to the development and review of policies, strategies, frameworks, and guidelines supporting cooperative development. Contribute to the review of existing programmes, models and mechanisms using structured information and documented evidence. Review and assess applications for feasibility, viability, and alignment with funding criteria. Evaluate business plans, financial projections, and supporting documents. Conduct due diligence, including financial review and applicant history. Identify risks, opportunities, and make recommendations. Identify goods/services required based on application requirements. Evaluate quotations for compliance, completeness, and competitiveness. Schedule and conduct pre-approval site visits to verify project details. Conduct post-disbursement visits to verify fund utilisation. Compile detailed site visit reports. Monitor funded projects to ensure funds are used according to approved purposes. Verify compliance and escalate non-compliance to Legal Services. Assess project progress and verify impact. Compile project summaries for decision-making. Prepare monthly, quarterly, and ad hoc reports. Produce detailed post-disbursement findings reports. Maintain accurate and secure records for assessments, reports, and site visits. Ensure compliance with internal document management policies. Communicate with applicants, beneficiaries, suppliers, internal units and relevant ecosystem players individually or in groups. Provide written communication such as emails, letters, and presentations.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. REF NO: OCBS
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan.